



How to Make an e-Payment after filing a Return

The following pages show the screens likely to be encountered when making an ePayment through eFile & Pay.

The pages shown are for illustrative purposes only and may not match exactly to the screens seen when actually filing.

Welcome >

All error and informational messages will display at the top of the screen, below the title.

Login

Business Taxes:

Enter your BEN, select Business Taxes, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

☒ Business Taxes (Withholding, Sales, Use, LPG Fuel, and Motor Fuel)

Individual Income/Corporation Income/ Consumer's Use (no permit) ePayments:

Not enrolled? [Click here.](#)

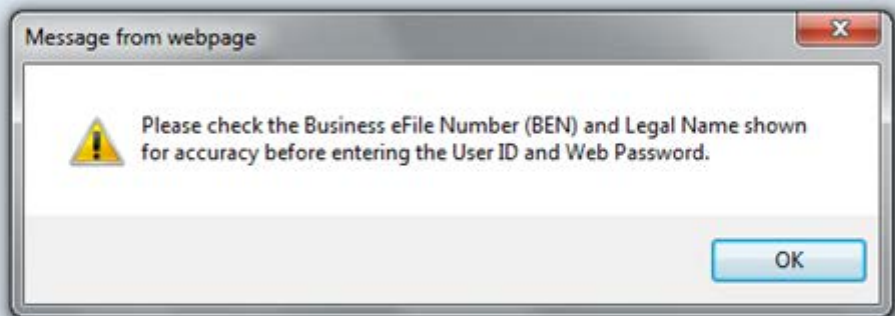
Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

☐ Individual Income/Corporation Income ePayments
(IA1040/IA1040ES; IA1120/IA1120ES)

CONTINUE

The Welcome Screen will be your point of entry. Enter your 8 digit Business eFile Number (BEN) in the Business Taxes box. Ensure the circle for Business Taxes is also clicked. Hit Continue.



Please double check the BEN and Legal Name and click OK if correct.

Log In >

Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.

User Authentication

Business eFile Number: 88770655

Legal Name: LEGALNM-334

Enter User ID:

Enter Web Password:

EXIT

LOG IN

For Assistance, Contact

1-800-367-3388
(in Iowa; Omaha; Quad Cities)

515-281-3114
(outside Iowa)

idr@iowa.gov
(email address)

Monday-Friday, 8 am to 4:15 pm CT

The Log In screen will appear immediately after the Welcome screen. Enter the 4 digit User ID and 8 digit password for the profile you created. Click on the Log In button.

Main Menu >

DEMO ON/OFF

Press this button to demo system.

Select an Option

Select a tax type to file a return and make a payment.

- [Sales](#)
- [Withholding](#)

Select an administrative function to perform.

- [Add/Edit Users](#)
- [Change a Profile](#)
- [File for Your Clients](#)
- [Make a Payment \(You must efile Return first\)](#)
- [Cancel a Payment](#)
- [Cancel a Payment For Your Client](#)

View "e" History

- [View Returns "e" History](#)
- [View Payments "e" History](#)
- [View Cancelled Payments "e" History](#)

EXIT

Select Make a Payment under the administration function. A return must first be filed for the period you wish to make a payment for. If you have not already filed a return use that option instead. This option should only be used if you cancelled your original payment or your original payment did not pay your tax due in full.

Make a Payment ➤

You must file an eReturn for the period before making a payment.

Enter the information below to make a payment

Tax Type:

Permit Number:

Period End Date: (MM/DD/CCYY)

NOTE: Do not enter due date of return.

[BACK](#)

[CONTINUE](#)

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

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Select the tax type from the drop down menu. Enter your permit number and the period end date. The period end date is not the due date of the return. Click on the Continue button once you have entered this information.

United States Account Verification

Will the funds for this ePayment come from an account outside the United States?

☐ Yes

☒ No

BACK

CONTINUE

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[Privacy/Security](#)

ePay Information ➤

Payments must be set up prior to 4:00 p.m. CT on the due date to be considered timely.

If you enter a payment date that is after the due date, you may incur penalties and interest.

If the bank information previously provided is no longer correct, it has been deleted. Please contact your financial institution to confirm what information should be used and re-enter.

**Enter or change the payment information below.
If no change is needed, press CONTINUE.**

Period: Jan.1 -Jan 31, 2012

Due Date: Feb, 15, 2012

Permit Number: 1234567890

☒ Checking

☐ Savings

Name: ABCXYZLMNOPQRSTUVWXYZ Company Incorporated

Enter Payment Date: (MM/DD/CCYY)

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$

Memo: For <Tax Type>Payment

Routing #:

Bank Account #:



See an [example](#) of where to find these numbers.

BACK

CONTINUE

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Fill out the e-Payment check. Select the circle for either checking account or saving account. Enter the date of the payment, the amount of the payment, your banks routing number and bank account number. Click on the Continue button when you are finished.

ePay Confirmation >

Please print this page for your records.

IMPORTANT: If your confirmation number is all X's, you are in DEMO mode. Go back to the Main Menu and de-select DEMO to file an actual return.

This page has been created to print in whole with printer adding margins of 0.50. If you are unsure of your printer settings, select "landscape" as the page orientation from the print dialog box to ensure that all of the information on this page will fit on the paper.

To have this confirmation e-mailed, click **EMAIL** below.

ePay Confirmation Information

Period: Jan. 1 - Jan. 31, 2012	Due Date: Feb. 15, 2012
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Confirmation Number: 12345678910

Confirmation Date and Time: 02/09/2012 10:10pm CT

User ID: 0001

ePay Information

Tax Type: Withholding

Payment Date: 02/10/2012

Permit Number: 42-9999999-001

Account Type: C (Checking)

Bank Account Number: xxxxxxxxxxxx1234

Routing Number: 098765432

Payment Amount: \$123,456.00

[MAIN MENU](#) [PRINT](#) [EMAIL](#) [EXIT](#)

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

ePay Confirmation. You can print this using the Print button. A new window will open with a printer friendly version of the confirmation. You can also select to have it emailed to you. You can only email it if your email is listed in your profiled.

Permit Number: 42-9999999-001 Name: ABCDEFG Company Incorporated

ePay Confirmation

Confirmation Information

Period: Jan. 1 - Jan. 31, 2012

Due Date: Feb. 15, 2012

Confirmation Number: 12345678910

Confirmation Date and Time: 02/09/2012 10:10 pm CT

User ID: 0001

ePay Information

Tax Type: Withholding

Payment Date: 02/10/2012

Permit Number: 42-9999999-001

Account Type: C (Checking)

Bank Account Number: xxxxxxxxxxxx1234

Routing Number: 098765432

Payment Amount: \$123,456.00

Print this page using the file, print from your web browser.
When you are done print this page close this window.

ePay Confirmation

Please print this page for your records.

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Tax Type: Withholding
Payment Date: 02/10/2012
Permit Number: 42-9999999-001
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Bank Account Number: xxxxxxxxxxxx1234
Routing Number: 098765432
Payment Amount: \$123,456.00

 **MAIN MENU****PRINT****EMAIL****EXIT** 

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

From the ePay Confirmation page you can choose to return to the eFile & Pay main menu by clicking on the Main Menu button or exit the eFile & Pay system by clicking on the Exit Button.

Thank You >

Thank you for using eFile & Pay!

[Click here to apply for a tax permit, if needed.](#)

Want to know about changes in tax law or eFile & Pay?

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[Please help us improve eFile & Pay by taking this short survey.](#)

If you have reached this page before completing your return, please try again using your mouse to click on the navigation buttons rather than the "Enter" key on your keyboard.

EXIT

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(email address)

You have completed making an ePayment. Thank you.

Important Reminders:

- Red error message need to be fixed before you can continue to the next page.
- Blue messages are informational you may proceed without making any changes. This is just a message to have your double double check your work.
- Never use the back button on your browser (the top of the webpage), use the back button from the eFile & Pay system.